

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MINUTES
NOVEMBER 17, 2005**

PRESENT: Karen Scott, Linda Verbecken, Marla Britton, Steve Vitale, and Ursula Volk

EXCUSED: Lynn Gregorash

STAFF PRESENT: Tim Wellnitz, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; Kelly Niesen, Credentialing; Pat Schenck, Bureau Assistant

CALL TO ORDER

Karen Scott, Chair, called the meeting to order at 10:10 a.m. A quorum of five members was present.

ADOPTION OF AGENDA

Amendments to agenda:

- Add Administrative Report under item B
- Add "Use of Form From Other States" under item D
- Add Lawrence Zegers as number 21

MOTION: Steve Vitale moved, seconded by Ursula Volk, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OCTOBER 5, 2005

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to approve the minutes of October 5, 2005 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT
TIM WELLNITZ, BUREAU DIRECTOR**

Mr. Wellnitz reported that there are six members who have been reappointed to the Committee and the remaining two vacancies should be filled by the December 14th meeting.

**REVIEW AND RECOMMENDATIONS ON APPLICATION FORMS AND
PROCEDURES**

Real Estate Appraisal Experience Roster (Form # 2106)

Ms. Jefferson Moore reviewed the Real Estate Appraisal Experience Roster (Form # 2106) with the Committee and discussed modifications and additions to the form. The Committee will re-review this form at their December 14, 2005 meeting.

The Committee will complete the review process of all appraisal reports and not table appraisal reports that have USPAP violations.

The Committee's purpose is to determine whether all appraisal reports meet USPAP requirements.

Request for Documentation of Appraisal Experience

Deferred to December 14, 2005 meeting.

Use of Form From Other States

The Committee questioned whether they could use forms from another state board to complete appraisal reports in Wisconsin. Committee members may use any form in their work file but must submit Wisconsin forms to the Department for consistency.

Recommendations – Sample Letter Relating to the Role of Supervisors and Trainees in the Appraisal Process

Deferred to December 14, 2005.

Discussion and Review of Notice of Intent-to-Deny Letters to Appraiser Applicants

Ms. Jefferson-Moore stated that when a Committee member receives a contact or correspondence from an applicant regarding their appraisal report decisions that they forward the information to the Division of Enforcement or to legal counsel.

Ms. Jefferson-Moore updated the Committee members on the process and purposes for sending out intent-to-deny and denial letters. A notice of intent-to-deny that requires an additional report(s) and re-review by the reviewer should go back to credentialing staff and not returned to the Committee for a second review.

The Committee discussed various coaching comments at length. The reviewers have provided coaching comments when no violations of USPAP have occurred.

Consensus of the Committee is to provide specific USPAP violations and any coaching comments in an addendum when filling out the three-page report. Staff will forward coaching comments to the applicant.

UPDATE ON THE REAL ESTATE APPRAISERS BOARD'S DISCUSSIONS REGARDING THE SUPERVISION OF TRAINEES

Ms. Jefferson-Moore reported that Sharon Fielder from the Real Estate Appraisers Board is writing an article to guide applicants on the proper procedures in completing and submitting appraisal reports to the Department. This article is for inclusion on the Department's website and possibly in the Regulatory Digest Newsletter.

The Committee noted that there are unlicensed supervisors training the trainees.

The Real Estate Appraisers Board nominated Sharon Fiedler to draft information to guide applicants on the proper procedures in completing and submitting appraisal reports to the Department. The Committee would like this information directed toward supervisors of trainees for possible inclusion in the Regulatory Digest. Karen Scott will speak with Sharon Fiedler to offer assistance on drafting an article.

MOTION: Marla Britton moved, seconded by Ursula Volk, to nominate Karen Scott to work with Sharon Fiedler to address issues regarding supervisors of trainees. Motion carried unanimously.

Ms. Jefferson Moore announced that a “Student Appraiser Guide Understanding and Navigating the Real Property Appraiser Qualifications Criteria, Current Version and Changes in 2008” is available from the Appraisal Foundation and includes good information and frequently asked questions and answers. This guide is available from The Appraisal Foundation’s website www.appraisalfoundation.org

The Committee will revisit the issue of conducting an informational class.

DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO USE IN THE REVIEW PROCESS

Uniform Standards of Professional Appraisal Practice (USPAP)

Karen Scott stated that there will be significant revisions to USPAP in July of 2006 and urged the members to take a USPAP course. Additional information on USPAP changes will be included in the December 14, 2005 agenda.

Supplemental Appraisal Standards

Handouts will become available as changes occur.

CLOSED SESSION

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Marla Britton -yes; Steve Vitale-yes; Ursula Volk-yes; Linda Verbecken-yes; Karen Scott-yes. Motion carried unanimously.

Open Session recessed at 12:04 p.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

RECONVENE TO OPEN SESSION

MOTION: Marla Britton moved, seconded by Ursula Volk, to reconvene into Open Session at 1:20 p.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

APPRAISAL REPORTS REVIEWED ON NOEMBER 17, 2005

BERG, KIMBERLY – CERT. GENERAL

MOTION: Linda Verbekene moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent-to-deny **Kimberly Berg's** appraisal reports subject to receipt of two additional reports that comply with USPAP and to refer the supervisor to the Division of Enforcement. Motion carried unanimously.

BUNYAN, WILLIAM – LICENSED

MOTION: Steve Vitale moved, seconded by Marla Britton, to recommend that the Department approve **William Bunyan's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

DANIELS, GARY – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department approve **Gary Daniel's** appraisal reports as submitted. Motion carried unanimously.

FISHER, DARREN – LICENSED

MOTION: Steve Vitale moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent-to-deny **Darren Fisher's** appraisal reports subject to receipt of one additional single-family report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

GONZALEZ, MARIO – LICENSED

MOTION: Steve Vitale moved, seconded by Linda Verbecken, to recommend that the Department approve **Mario Gonzalez's** appraisal reports as submitted. Motion carried unanimously.

GOODMAN, ELIZABETH – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department deny **Elizabeth Goodman's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

JOHNSON, JAMES – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny **James Johnson's** appraisal reports subject to receipt of two additional reports that complies with USPAP, one that uses three approaches to value and subject to approval by the reviewing appraiser. Motion carried unanimously.

KESTING, MICHAEL – LICENSED (AQB)

MOTION: Steve Vitale moved, seconded by Marla Britton, to recommend that the Department issue a notice of intent-to-deny **Michael Kesting's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

KOSS, JOHN – LICENSED

MOTION: Ursula Volk moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny **John Koss's** appraisal reports subject to receipt of one small residential property report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

KUHNERT, DANIEL – CERT. RESIDENTIAL

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department approve **Daniel Kuhnert's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

KUHNERT, JENNIFER – CERT. RESIDENTIAL

MOTION: Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Jennifer Kuhnert's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

KURTH, LAURA – LICENSED (RE-REVIEW)

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **Laura Kurth's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

LAMMERT, DANIEL – LICENSED (AQB)

MOTION: Ursula Volk moved, seconded by Marla Britton, to recommend that the Department approve **Daniel Lammert's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

LANGEVIN, DAVID – CERT. RESIDENTIAL

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny **David Langevin's** appraisal reports subject to receipt of two additional reports, one of new construction property that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

PERRIN, BRADLEY – CERT. RESIDENTIAL

Tabled until December 14, 2005.

SACHS, MARC – CERT. GENERAL

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department approve **Marc Sachs's** appraisal reports as submitted. Motion carried unanimously.

SCHOOLMEESTERS, SHARON – LICENSED

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department approve **Sharon Schoolmeesters's** appraisal reports as submitted. Motion carried unanimously.

SEVERSON-DENFELD, STACEY – LICENSED (AQB)

MOTION: Ursula Volk moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny **Stacey Severson-Denfeld's** appraisal reports subject to receipt of two additional reports one single family property and one small residential income property that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

VAN VONDEREN, LARRY – LICENSED

MOTION: Marla Britton moved, seconded by Linda Verbecken, to recommend that the Department issue a notice of intent to deny **Larry Van Vonderen's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

HANNULA, BRENDA J. LICENSED APPRAISER

MOTION: Marla Britton moved, seconded by Steve Vitale, to recommend that the Department issue a notice of intent to deny **Brenda J. Hannula's** appraisal reports subject to receipt of two additional reports that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

LAWRENCE ZEGER

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department deny **Lawrence Zeger's** appraisal reports as submitted because the reports do not comply with USPAP and to refer Lawrence Zeger to the Division of Enforcement. Motion carried unanimously.

VISITORS COMMENTS

None.

DISCUSSION OF FUTURE MEETING DATES AFTER FEBRUARY 1, 2006

The Committee selected March 28, April 26, and June 6 as 2006 meeting dates. The Committee will meet at 10:00 a.m. on these dates. The Committee will not be meeting during the month of May.

MOTION: Marla Britton moved, seconded by Ursula Volk, to accept March 28, April 26 and June 6, 2006, with all meetings beginning at 10:00 a.m., as future meeting dates. Motion carried unanimously.

ADJOURNMENT

MOTION: Marla Britton moved, seconded by Ursula Volk, to adjourn the meeting at 1:30 p.m. Motion carried unanimously.

Next meeting: December 14, 2005